



## Committee of Last Resort- Application Guidelines

*(Please read in-full as there is a new process for non-emergency requests)*

**Purpose:** The Committee of Last Resort (CLR) is intended to provide emergency and supplemental funding to individuals of all ages with developmental disabilities in the WNY area, for a variety of needs that these individuals and/or their families cannot afford. Applicants must demonstrate financial hardship and all other funding resources must be exhausted before applying for funding.

**Eligibility:** In order to be eligible for funding through CLR, applicants must:

- Have been deemed eligible for services with the Office for People with Developmental Disabilities (OPWDD) and are able to produce letter of determination for eligibility **(In order for application to be considered, eligibility letter must be included with application)**.
- Live in the community independently or with family/relatives. Individuals living in certified settings will only be considered when submitter can demonstrate that there are extenuating circumstances that require additional assistance.
- Priority will be given to requests that have a direct impact on the individual's health or safety as it relates to their eligible OPWDD disability. This impact should be outlined on application or in an attached cover letter.
- Requests for medical equipment, services, special diet, and others where appropriate will require a clinical justification from doctor, therapist or other qualified professional.

**Funding:** **\*\*Please read carefully as there is a new process for non-emergency CLR requests\*\***

Effective immediately, CLR has implemented a new format. All emergency requests submitted to CLR will continue to be reviewed by the committee as they are received (please see below for what constitutes an emergency request). All non-emergency requests will be collected and reviewed by the committee on a quarterly basis. The committee will award one or more scholarships from those that were submitted in the quarter prior.

**Emergencies that will be considered by the committee are those that put an individual's immediate health and safety at risk.** Marking application as emergency does not guarantee emergency priority. More documentation may be requested by the committee.

**Non-emergency (supplemental) requests** will now include all requests for respite reimbursement, recreational activities, equipment, or any other requests that do not fit emergency criteria.

Some additional funding guidelines:

- CLR is a funding source of **LAST RESORT**; therefore, all other possible resources must be exhausted previous to submitting request to CLR- exhausted resources must be outlined in detail on the application with sufficient documentation provided (emails, denials, etc.). **If this documentation is not provided with application, this will delay application process regardless of emergency status.**



- Please be aware that funding through CLR is not guaranteed even on emergency requests, decisions are made by Committee on a case by case basis and CLR will grant no more than \$500 per request at this time.
- No cash will be provided as result of approved CLR request. Approved requests will be paid by check, agency credit card holder, or Aspire of WNY procurement department.
- No annual funding limit will be imposed at this time; however, priority will be given to those individuals that have not used CLR funds in a 12 month period. In addition, if a trend is identified with applicants utilizing CLR funds in excess or for uses other than as identified in application, it will be addressed directly to the submitter and could affect future funding.
- **IMPORTANT-** please read regarding rental assistance (rent, security deposit, etc.) and utility payments (including shut-off notices): these requests will be considered on a case by case basis and committee MAY fund a percentage of the total owed. A full accounting of amount owed, attempts to make payment, attempts to establish payment arrangement, and plan for addressing future payments MUST be provided with request.
- **Requests for the following will not be considered at this time by CLR in either the emergency or non-emergency categories:** any sort of legal fee/ ticket/representation, normal wear and tear home/car repairs; reimbursement or payment for Medical Marijuana, reimbursement or payment for any medication or supplement. This list is subject to change at any time.

### **Applications:**

- Please complete applications in full- incomplete applications will delay processing of request regardless of emergency status.
- If request being submitted is an emergency request, please identify this as outlined on the application otherwise it will be assumed that the request is for the scholarship category.
- ***Again, emergencies that will be considered by the committee are those that put an individual's immediate health and safety at risk. Marking application as emergency does not guarantee emergency priority. More documentation may be requested by the committee.***
- **The following is required with application to begin processing:**
  - Eligibility Letter from OPWDD
  - Denial(s) from at least one Family Reimbursement Agency or email correspondence that includes denial of respective request
  - Official bill, invoice or receipt- hand written receipts may not be accepted if they cannot be verified by CLR staff

**Resources:** The following are some of the resources that should be attempted before submitting to CLR (please be aware, this is not an exhaustive list):

- Insurance: Medicaid and/or any private insurance should both be attempted prior to CLR; a denial from insurance is required when applicable (medical equipment, therapies, medications, etc).
- Family Reimbursement Program (FRP): if request is denied by FRP or all funds have been exhausted, please provide denial (letter and/or emails) from FRP agencies and provide details about use of FRP funds on application.



- Maria Love Fund (Erie County only)- for residents of Erie County ONLY who meet eligibility criteria (categories are: convalescent care aids/adaptive equipment, medication or pharmaceutical supplies, medical related transportation, food or specialized dietary needs, utilities related to medical needs). Each individual can receive up to \$300 per year.
- Department of Social Services/Catholic Charities/Red Cross
- Food Bank of WNY
- Children’s Love Fund (Chautauqua County only)- helps families in Chautauqua County who have children with long-term illnesses by reimbursing them for non-medical expenses related to doctor or hospital visits
- Family, friends, neighbors, church, etc.

### **Approximate Timelines for Approval:**

**\*Applications are accepted Monday through Friday during business hours. Applications will not be accepted on weekends or holidays. All efforts will be made to respond to requests as quickly as possible\***

- **Emergency requests** (once emergency priority is confirmed by CLR Coordinator) will receive a response by the end of next business day (requests submitted on Friday will receive response by end of day Monday or end of next business day if Monday is a holiday). Please be aware that additional time may be required to process requests depending on payment type. Submitter will be provided updates.
- **All non-emergency requests will be collected and reviewed on a quarterly basis. The submitter(s) of request(s) that are awarded quarterly scholarships will be notified by a CLR Coordinator.**
- *Please be advised for all requests, (1) if committee has additional questions or needs additional information, this may delay processing of request depending on response time of submitter. (2) If/when request is approved; additional time may be required to process payment or to research and purchase products or services.*

### **Submission**

**All CLR applications (with all additional documentation) should be emailed IN A HIPAA COMPLIANT MANNER to: [committeeoflastresort@aspirewny.org](mailto:committeeoflastresort@aspirewny.org)**

**If email is not accessible to submitter, application can be:**

- **FAXED TO (716) 831-1145 with subject, “ATTN: COMMITTEE OF LAST RESORT”**
- **SENT VIA POSTAL MAIL to: ATTN- Committee of Last Resort/Agency Outreach & Central Intake  
7 Community Dr., Cheektowaga NY 14225 OR 140 Mall Blvd., Lakewood NY 14750**

**\*In addition, all questions regarding any aspect of Committee of Last Resort should be addressed to [committeeoflastresort@aspirewny.org](mailto:committeeoflastresort@aspirewny.org)**